



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **STAFF ASSISTANT I**

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**SALARY:** \$3,257.46 - \$4,260.74 Monthly  
\$39,089.52 - \$51,128.88 Annually

**OPENING DATE:** 06/30/15

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**

**DEPARTMENT OF HUMAN RESOURCES**

**EXAM NUMBER:**  
R0907I

**FIRST DAY OF FILING:**  
JULY 1, 2015

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

**TYPE OF RECRUITMENT:**  
Interdepartmental Promotional Job Opportunity

**(Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.)**

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

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**DEFINITION:**

Has responsibility for the housekeeping and record keeping functions, and conducts administrative studies of internal operations and procedures as an assistant to the manager of a line operation in a County department.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class work for managers of line organizations of County departments and perform assignment which are heavily oriented toward coordination and liaison activities related to clerical supervision, procurement, procedures, report preparation and records maintenance, and intradepartmental services; the consequences of action are generally restricted to the operating unit served.

**ESSENTIAL JOB FUNCTIONS:**

- Analyzes and makes recommendations to the unit manager for the resolution of problems of work procedure and space allocation; and may participate in the implementation of changes resulting from recommendations.
- Prepares reports and projections of workload and staffing for the manager of the unit.
- Coordinates and resolves problems between the unit served and departmental housekeeping, payroll, personnel, and reproduction services.
- Has responsibility for evaluating, ordering maintaining, loaning, and inventorying supplies and equipment, and for resolving procurement problems with the departmental supply officer.

- Supervises clerical personnel with responsibility for assigning and reviewing work, orientation, training, development and evaluation of work performance.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

- **OPTION I** - One year's experience in either:
  - a **staff capacity**\* analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel, -OR-
  - a **highly responsible secretarial capacity**\*\*, -OR-
  - a **responsible supervisory clerical capacity**\*\*\*.
- **OPTION II** - A certificate of completion for **Staff Assistant Certificate Program**\*\*\*\* that clearly indicates the name of the candidate and date of certification approved by the Director of Personnel.

### **PHYSICAL CLASS:**

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping, squatting. Considerable walking may be involved.

### **SPECIAL REQUIREMENTS INFORMATION:**

- \***Staff capacity** is defined as work performed to assist and support administration by doing research and making recommendations to administration for the solution of problems of organization, procedure, program, budget, or personnel at the level of Los Angeles County class of Administrative Aid or higher.
- \*\***Highly responsible secretarial capacity** is defined as experience at the level of Los Angeles County's class of Secretary III or higher.
- \*\*\***Responsible supervisory clerical capacity** is defined as experience at the level of Los Angeles County's classes Intermediate Supervising Clerk or Intermediate Supervising Typist Clerk or higher.
- To qualify under Option II, applicants **MUST** submit a copy of successful completion of the \*\*\*\***Staff Assistant Certification Program**, which certifies that the candidate has fulfilled the prescribed course curriculum (Five Modules: Interpersonal Relations and Supervisory Skills; Problem Solving through Thinking Critically; Written and Oral Business Communications; Introduction to Statistics and Quantitative Analysis; and Intermediate Statistics and Data Interpretation) for Staff Assistant in the Los Angeles County Learning Academy Staff Assistant Certificate Program **AT THE TIME OF FILING or WITHIN 15 CALENDAR DAYS OF FILING.**

**Verification of Experience Letters (VOEL)** will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION.**

- **IMPORTANT NOTES:**
  - Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
  - **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
  - Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

### **Withhold Information:**

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE SELECTION REQUIREMENTS WHILE WORKING OUT-OF-CLASS WILL NOT BE PLACED ON WITHHOLD.**

**NOTE:** The last two paragraphs above supersede item #6 about Promotional Examinations under 'Your Responsibilities' in the job bulletin.

## **ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT:**

This examination will consist of two (2) parts:

**Part I** - A written test covering Data Collection Principles and Methodology; Office Practices and Procedures; Written Expression; Data Analysis and Interpretation (including Mathematical Ability); and Reading Comprehension **weighted 50%**.

**PART II** - A Work Styles Assessment (WSA) computerized test that will measure Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability **weighted 50%**.

- Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.
- This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.
- Candidates who are unsuccessful on the written test will be notified by U.S. mail. Written scores cannot be given over the phone.
- **WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order their score group for a period of twelve (12) months following the date of promulgation.

- **No person may compete in this examination more than once every twelve (12) months.**
- Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

**VACANCY INFORMATION:**

The eligible register resulting from this examination will be used to fill vacancies in various County departments.

**AVAILABLE SHIFT:**

Day

**APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, on or before the last day of filing. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this website.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

In order to receive credit for the required certification, you must include a legible copy of the Staff Assistant Certification Program at the time of filing or within 15 calendar days of filing.

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Dolly Batungbacal

**Department Contact Phone:** (213) 351-6471

**Department Contact Email:** [dbatungbacal@hr.lacounty.gov](mailto:dbatungbacal@hr.lacounty.gov)

**Your Responsibilities:**

1. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application.

**2. Completing Your Application:**

a. The application should be complete and accurate before submitting. Incomplete applications cannot be accepted.

b. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit purposes. For more information on Social Security and about each provision,

Security Number.

c. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

**3. Minimum or Selection Requirements are listed in the job posting.**

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the bulletin. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

**4. Application Deadline:**

a. If the job posting has a closing date, submit the application and all required information as listed on the job posting by the specified deadline.

b. Applications for positions designated "Apply In Person" must be filed in person at the address given. Filing may be closed without notice.

c. Online job applications must be completed and submitted by the last day of filing period and closing time indicated on the job bulletin. You will not be able to choose an exam to apply for once the filing period has closed. It is to your advantage to file your application early and not wait until the last allowable date and time.

**5. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**6. Promotional Examinations:**

a. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you have been promoted, do NOT list all of your time with the County under your present payroll title.

b. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated in the job posting, it will not be considered unless it is verified in writing by your department's Human Resources Office. A signed Verification of Experience letter must be attached to your application to be accepted.

c. Permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or as otherwise indicated on the bulletin.

**7. Equal Employment Opportunity/Non-Discrimination Policy:**

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

**NOTE:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** The successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a *Candidate Conviction History Questionnaire (CCHQ)*. PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the bulletin. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info> and clicking on *Job Information Center*, then clicking on *Employment Test Preparation*. You can also access practice tests for the computerized portion of the test by going to the following website: <http://www.shldirect.com/en/practice-tests>. While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable

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accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #R0907I  
STAFF ASSISTANT I  
DB

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Los Angeles, CA 90010

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